



# Muscogee (Creek) Nation

## Human Resource Management Services

### Employee Requisition

PO BOX 580  
OKMULGEE, OK 74447  
Telephone (918) 732-7827  
Toll-Free (800) 482-1979  
Fax (918) 756-2284

Submitted Date 06/04/2015	ER-15223	Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>CASHIER</b>				
Pay Grade HG 6		Salary Range \$21,112-25,916		Classification Hourly
Department: CMN STAFF		Location: Okmulgee		Location Code: 45 FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.  
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Under the direction of the Bookstore Manager, on an assigned shift, the Cashier will be responsible for operating the cash register for the bookstore. Taking book orders, serving customers, stocking shelves and maintaining a clean store. Will assist in planning, supervising and reviewing the work of subordinates engaged in all aspects of bookstore duties including working the cash register. Must be able to work flexible hours, some nights and weekends will be required.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Greet guests in a friendly, professional manner.</li> <li>2. Receive and process all payment methods for customers, courteously and efficiently.</li> <li>3. Settle all transactions in the computer system and maintain accountability for all financial transactions.</li> <li>4. Maintain complete knowledge of point-of-sale systems and procedures.</li> <li>5. Set up and organize work station with designated supplies, forms and resource materials; maintain cleanliness at all times.</li> <li>6. Answer telephone using correct salutation and telephone etiquette.</li> <li>7. Handle guest complaints with follow up to ensure guest satisfaction.</li> <li>8. Perform those duties necessary to maintain cleanliness in the bookstore and related areas.</li> <li>9. Operate the cash register and reconcile cash drawer at beginning and/or end of shift.</li> <li>10. Ability to communicate satisfactorily with guests/visitors, management and co-workers, to their understanding. Work as a team member.</li> <li>11. Ability to remain stationary at assigned post for extended periods of time.</li> <li>12. Know and practice basic safety standards.</li> <li>13. Ability to compute mathematical calculations. Ability to prioritize, organize and follow up.</li> <li>14. Provide training and assistance to new cashiers/workers.</li> <li>15. Maintain monthly, weekly and daily report transactions.</li> </ol>



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	16. Assume leadership in the absence of Bookstore Manager. 17. Ability to maintain concentration and think clearly in a noisy environment with high pedestrian traffic. 18. Participate on College committees as assigned. 19. Adhere to college dress code; maintain neat, clean appearance and manner. 20. Other related duties as assigned.
Minimum Requirements:	High School diploma or GED. 6-12 months experience in bookstore, retail or any combination of education and experience which is substantially equivalent to the above qualifications. Good organizational skills and ability to work well with the public is essential. Communicate orally and in writing as required for reports and to exchange information, read and understand basic written materials; basic math and computer skills. Must be able to work weekends and/or evenings.
Preferred Requirements:	An Associate Degree. Knowledge of tribal college student services issues. Excellent oral communication, interpersonal and organizational skills.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

### Competencies:

<b>Customer Service:</b>	Responds promptly to customer needs.
<b>Interpersonal Skills:</b>	Maintains confidentiality; Keeps emotions under control.
<b>Oral Communication:</b>	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
<b>Written Communication:</b>	Writes clearly and informatively; Able to read and interpret written information.
<b>Teamwork:</b>	Balances team and individual responsibilities.
<b>Visionary Leadership:</b>	Inspires respect and trust.
<b>Ethics:</b>	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
<b>Organizational Support:</b>	Follows policies and procedures; Supports organization's goals and values.
<b>Quality:</b>	Demonstrates accuracy and thoroughness.
<b>Quantity:</b>	Completes work in timely manner.
<b>Safety and Security:</b>	Observes safety and security procedures.
<b>Attendance/Punctuality:</b>	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
<b>Dependability:</b>	Follows instructions, responds to management direction.

### Physical Demands:



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While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- ☒ Up to 50 lbs.      ☐ Up to 100 lbs.      ☐ Over 100 lbs.  
☐ Physical Exam Required

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles      ☐ Outside weather conditions      ☐ Toxic or caustic chemicals  
☐ Risk of electrical shock      ☐ Vibration      ☐ Loud Noise

#### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### **Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.